



Doing Business

Riverside County Transportation Commission



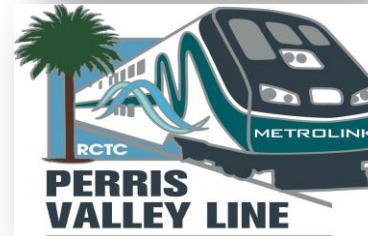


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- A detailed map of the San Jacinto Mountains region. Major cities and towns labeled include Jurupa Valley, Eastvale, Norco, Corona, Riverside, Moreno Valley, Calimesa, Beaumont, Banning, Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, Indio, Coachella, La Quinta, Murrieta, Wildomar, Temecula, Hemet, San Jacinto, and Menifee. Major roads shown include Interstate 15, Interstate 78, Interstate 95, State Route 78, State Route 79, State Route 74, State Route 62, State Route 52, State Route 56, State Route 51, and State Route 37. The Colorado River is shown to the east, and the Santa Rosa Mountains are to the south. An inset map shows the location of the area within the state of California, with the Colorado River and major highways 10, 78, and 95 marked.



What We Do

- Mobility
- Impacts of Goods Movement
- Encourage Economic Development
- Improved Transportation System
- Environmental Stewardship
- Transportation Choices
- Communications







RCTC Website

www.rctc.org

Riverside County Transportation Commission




[Projects](#) [About Us](#) [Doing Business](#) [Commuters](#) [Planning](#) [Funding](#) [Library](#) [News](#) [go](#)

Welcome to RCTC.org

Mobility affects everyone and RCTC is the agency we turn to in Riverside County for transportation solutions that support our quality of life and our region's economy.

Getting to work and school or delivering goods and services may seem like simple daily activities but sometimes the routes we travel take decades of planning and hundreds of millions of dollars to implement. Since 1976, when RCTC was created by the state legislature, local voices have had an important and critical role in deciding our transportation future.



News

RCTC Hails TIFIA Funding Award for 91 Freeway Project
(Press Release, 4/24/2012)

Trial Delays Perris Valley Metrolink Line
(Inland News Today, 4/16/2012)

RIVERSIDE: Perris Valley Line Dispute Headed for Trial
(Press Enterprise, 4/12/2012)



[\[More\]](#)

QUICK LINKS

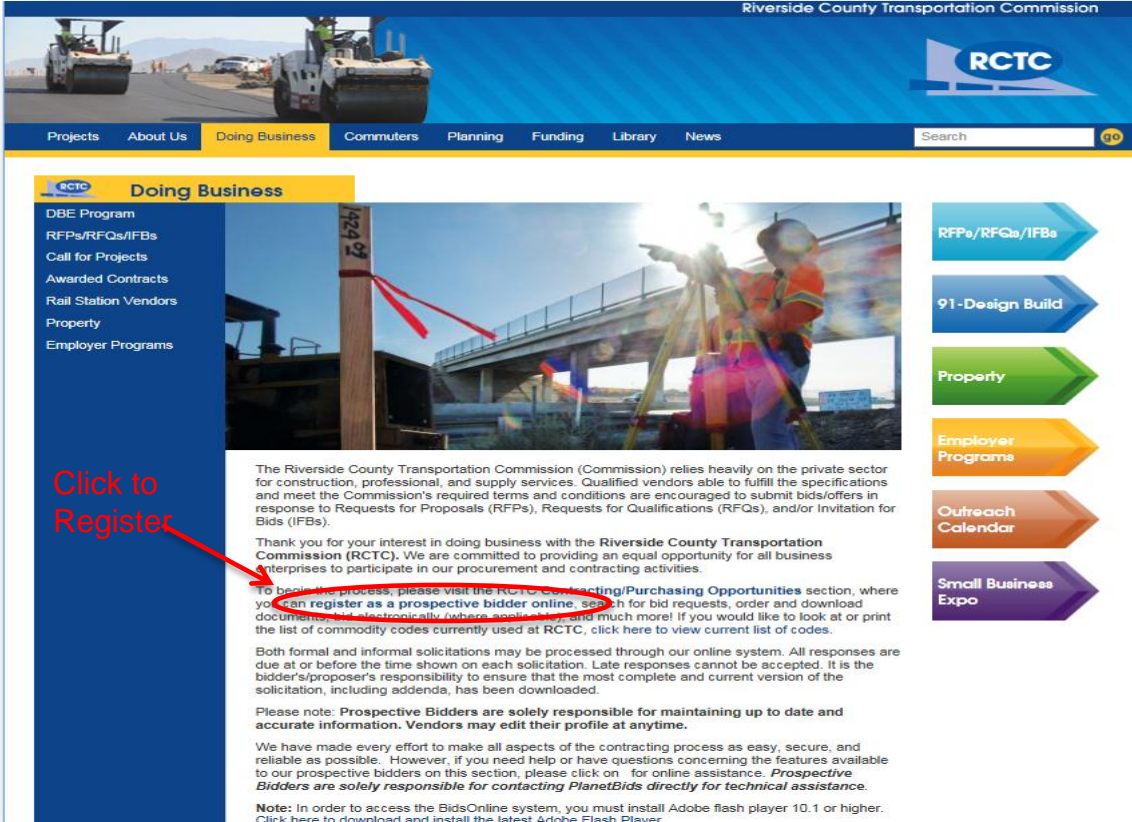
- [RCTC Alerts](#)
- [Projects](#)
- [Agendas & Meetings](#)
- [Construction Alerts](#)
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- [Job Opportunities](#)
- [Newsletter](#)

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Riverside County Transportation Commission
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Phone: (951) 787-7141 • Fax: (951) 787-7920 • © 2012



Doing Business - Process



The screenshot shows the RCTC website's 'Doing Business' page. The header includes the RCTC logo and navigation links: Projects, About Us, Doing Business (highlighted), Commuters, Planning, Funding, Library, News, and a search bar. The 'Doing Business' section features a sidebar with links to DBE Program, RFPs/RFQs/IFBs, Call for Projects, Awarded Contracts, Rail Station Vendors, Property, and Employer Programs. The main content area has a large image of a surveyor and text explaining the process. A red arrow points to the 'Click to Register' text in the sidebar. On the right, there are seven chevron-shaped buttons: RFPs/RFQs/IFBs, 91-Design Build, Property, Employer Programs, Outreach Calendar, and Small Business Expo.

Riverside County Transportation Commission

RCTC

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Doing Business

DBE Program
RFPs/RFQs/IFBs
Call for Projects
Awarded Contracts
Rail Station Vendors
Property
Employer Programs

Click to Register

RFPs/RFQs/IFBs

91-Design Build

Property

Employer Programs

Outreach Calendar

Small Business Expo

The Riverside County Transportation Commission (Commission) relies heavily on the private sector for construction, professional, and supply services. Qualified vendors able to fulfill the specifications and meet the Commission's required terms and conditions are encouraged to submit bids/offers in response to Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and/or Invitation for Bids (IFBs).

Thank you for your interest in doing business with the **Riverside County Transportation Commission (RCTC)**. We are committed to providing an equal opportunity for all business enterprises to participate in our procurement and contracting activities.

To begin the process, please visit the **RCTC Contracting/Purchasing Opportunities** section, where you can **register as a prospective bidder online**, search for bid requests, order and download documents, bid electronically (where applicable) and much more! If you would like to look at or print the list of commodity codes currently used at RCTC, click here to view current list of codes.

Both formal and informal solicitations may be processed through our online system. All responses are due at or before the time shown on each solicitation. Late responses cannot be accepted. It is the bidder's/proposer's responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been downloaded.

Please note: **Prospective Bidders are solely responsible for maintaining up to date and accurate information. Vendors may edit their profile at anytime.**

We have made every effort to make all aspects of the contracting process as easy, secure, and reliable as possible. However, if you need help or have questions concerning the features available to our prospective bidders on this section, please click on **for online assistance**. **Prospective Bidders are solely responsible for contacting PlanetBids directly for technical assistance.**

Note: In order to access the BidsOnline system, you must install Adobe flash player 10.1 or higher. Click here to download and install the latest Adobe Flash Player.



Vendor Portal

Click Here

Riverside County Transportation Commission **VENDOR PORTAL**

**New Vendor Registration**
Create a new vendor record.
If you wish to view or edit an existing vendor, simply Log In with your User Name and Password.

**Bid Opportunities**
Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.

**My Contracts** UNAVAILABLE
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.

**Certified Vendors** UNAVAILABLE
Find Certified Vendors

**Contracts** UNAVAILABLE
View public information regarding agency contracts.

**News & Events**

- SR-91 CIP Pre-Bid/Outreach Meeting - 5/23/14
- SR-91 CIP Subcontracting Event
- Riverside County Small Business Expo



Vendor Registration

Vendor Profile New Registration

  [Log In](#)

[Company Info](#) [Additional Addresses](#) [Classifications/Licenses](#) [Other Business Info](#) [Category/Description](#)

User Authentication

User Name *

Password *

Company

Business Type *

Company Name *

IRS Reporting Name

Doing Business As

FBI/Tax ID Number *

Address *

City *

State *

Country *

Zip *

Website

Main Contact

Name *

Title *

Email *

Alternate Email

Phone ext *


Toll Free

Mobile

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Doing Business - Opportunities




Riverside County Transportation Commission

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Doing Business

- DBE Program
- RFPs/RFOs/IFBs**
- Call for Projects
- Awarded Contracts
- Rail Station Vendors
- Property
- Employer Programs



The Riverside County Transportation Commission (Commission) relies heavily on the private sector for construction, professional, and supply services. Qualified vendors able to fulfill the specifications and meet the Commission's required terms and conditions are encouraged to submit bids/offers in response to Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and/or Invitation for Bids (IFBs).

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[RFPs/RFOs/IFBs](#)
[91-Design Build](#)
[Property](#)
[Employer Programs](#)
[Outreach Calendar](#)
[Small Business Expo](#)

RFP/RFQ/IFBs

Click on
RFP/RFQ/IFB
title to go
directly to
solicitation in
PlanetBids

Riverside County Transportation Commission

RCTC

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RFPs/RFQs/IFBs

- DBE Program
- RFPs/RFQs/IFBs**
- 91-Design Build
- 91-Design Build RFP
- Addendum No 1
- Addendum No 2
- Addendum No 3
- Addendum No 4
- Addendum No 5
- Addendum No 6
- Call for Projects
- Awarded Contracts
- Rail Station Vendors
- Property
- Employer Programs

RFPs	Issued	Due
[click here to receive email updates on this RFP] Request For Proposals (RFP) NO. 15-18-020-00 For Compensation, Classification & Benefits Study	09/23/2014	10/30/2014

RFQs	Issued	Due
[click here to receive email updates on this RFQ] Request For Qualifications (RFQ) NO. 15-31-001-00 Project & Construction Management Services for the Interstate 15 Express Lanes Project	09/24/2014	11/20/2014

IFBs	Issued	Due
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91-Design Build

Outreach Calendar



RFP/RFQ/IFBs

RCTC - COMPENSATION, CLASSIFICATION AND BENEFITS STUDY - RFP NO. 15-18-020-00 30 days 0:10:59

Bid Information **Documents/Attachments** **Addenda & Emails** **Q & A** **Prospective Bidders** **Bid Results** **Awards**

Bid Detail

Project Title	RCTC - COMPENSATION, CLASSIFICATION AND BENEFITS STUDY
Invitation #	RFP NO. 15-18-020-00
Bid Posting Date	September 26, 2014 10:26 AM (Pacific)
Project Stage	Bidding
Bid Due Date	October 30, 2014 2:00 PM (Pacific)
Response Format	Electronic & Paper
Project Type	RFP (Request For Proposal)
Response Types	Response File, General Attachments
Type of Award	Lump Sum
Categories	541612 - Human Resources Consulting Services 561312 - Executive Search Services 611430 - Professional and Management Development Training
License Requirements	
Department	Procurement
Address	4080 Lemon Street, 3rd Floor, Riverside, California
County	Riverside
Bid Valid	
Liquidated Damages	
Estimated Bid Value	
Start/Delivery Date	December 2014/April 2015
Project Duration	

Bid Bond Information

Bid	0.0%
Payment	0.0%
Performance	0.0%

Pre-Bid Meeting Information

Pre-Bid Meeting: No

Online Q&A

Online Q&A: Yes
Q&A Deadline: October 16, 2014 2:00 PM (Pacific)

Contact Information

Contact Info: Marla Dye - 951-787-7141
mdye@rccto.org
Bids to
Owner's Agent

Print **Place eBid** **Done**

Click on Prospective Bidders to find Prime/Sub contact information

Click on Documents/Attachments tab to download the full RFP/RFQ/IFB package

Procurement Quick Reference Guide



Item to Be Procured	Threshold	Type	Process	Contract Form	Approver
Materials, Supplies, and Equipment (PUC §130232)	Less than \$1,000	Micro-purchase	Informal: Commercial availability, rotate vendors	None or purchase order	Procurement Officer*
	\$1,000 to \$25,000	Small purchase	Informal: Three (3) quotes	Purchase order or agreement	Procurement Officer*
	\$25,001 to \$50,000	Formal procurement	Formal: IFB or RFP, advertisement, clauses, sealed bids	Agreement	Executive Director
	Greater than \$50,000	Formal procurement	Formal: IFB or RFP, advertisement, clauses, sealed bids	Agreement	Commission
Public Works (PUC §130232) Construction of facilities and other work for the general benefit or use of the public	Less than \$1,000	Micro-purchase	Informal: Commercial availability, rotate vendors, non-collusion declaration, insurance	None or purchase order	Procurement Officer*
	\$1,000 to \$25,000	Small purchase	Informal: Three (3) quotes, prevailing wage, clauses, insurance, license, non-collusion declaration	Agreement	Procurement Officer*
	\$25,001 to \$50,000	Formal procurement	Formal: IFB, advertisement, clauses, prevailing wage, insurance, license, sealed bids, payment bond, non-collusion declaration	Agreement	Executive Director
	Greater than \$50,000	Formal procurement	Formal: IFB, advertisement, clauses, prevailing wage, insurance, license, sealed bids, payment bond, non-collusion declaration	Agreement	Commission
Professional Services	Less than \$3,000	Micro-purchase	Informal: Commercial availability, rotate vendors, insurance	None or purchase order	Procurement Officer
	\$3,000 to \$50,000	Small purchase	Informal: Three (3) quotes, clauses, insurance	Purchase order or agreement	Procurement Officer
	\$50,001 to \$100,000	Small purchase	Informal: Three (3) quotes, clauses, insurance, or Formal: RFP, advertisement, clauses, insurance, negotiated agreement, sealed bids	Agreement	Executive Director
	Greater than \$100,000	Formal procurement	Formal: RFP, advertisement, clauses, insurance, negotiated agreement, sealed bids	Agreement	Commission
Miscellaneous Services	Less than \$3,000	Micro-purchase	Informal: Commercial availability, rotate vendors, insurance	None or purchase order	Procurement Officer
	\$3,000 to \$50,000	Small purchase	Informal: Three (3) quotes, clauses, insurance	Purchase order or agreement	Procurement Officer
	\$50,001 to \$100,000	Small purchase	Informal: Three (3) quotes, clauses, insurance, or Formal: IFB or RFP, advertisement, clauses, insurance, negotiated agreement, sealed bids	Agreement	Executive Director
	Greater than \$100,000	Formal procurement	Formal: IFB or RFP, advertisement, clauses, insurance, negotiated agreement, sealed bids	Agreement	Commission
Architectural & Engineering Services	Less than \$3,000	Micro-purchase	Informal: Commercial availability, rotate vendors, insurance	None or purchase order	Procurement Officer
	\$3,000 to \$50,000	Small purchase	Informal: Three (3) quotes, clauses, insurance	Purchase order or agreement	Procurement Officer
	\$50,001 to \$100,000	Small purchase	Informal: Three (3) quotes, clauses, insurance, or Formal: RFP or RFQ, advertisement, clauses, insurance, negotiated agreement, sealed bids, A/E contract	Agreement	Executive Director
	Greater than \$100,000	Formal procurement	Formal: RFP or RFQ, advertisement, clauses, insurance, negotiated agreement, sealed bids, A/E contract, certifications	Agreement	Commission

* As delegated by the Executive Director



Procurement Methods

PROCUREMENT METHODS

Competitive Procurements:

Invitation for Bids (IFB): used when minimum requirements can be clearly specified, and therefore price is the only criterion for choosing among the bidders who are responsive and responsible.

Request for Information (RFI): used on major procurements where a requirement could potentially be met through several alternate means in order to determine what products or services are potentially available in the marketplace to meet a buyer's needs and to know the capability of a seller in terms of offerings and strengths of the seller. An RFI is not an invitation to bid and may not lead to an RFP or RFQ.

Request for Proposal (RFP): used when factors in addition to cost are considered and weighted in awarding the contract on a best value basis.

Request for Qualifications (RFQ): used prior to release of an RFP in order to gather vendor information from multiple companies to generate a pool of prospects. It preemptively short-lists candidates which meet the desired qualifications.

Recurring Contracts:

Annual Commission approval process of professional services related to specific on-going projects or levels of unique qualifications, skills, and experience that do not require recompetition.

Non-Competitive and Emergency Procurements:

Sole Source: used without regard to competition or when there is an urgent or unexpected requirement. It should be used only when necessary and should include a justification for the use of this method.



Helpful Hints for Success

- Be Responsive to Proposals
- Provide Sufficient Detail
- Offer Competitive Pricing
- Provide Good References
- Demonstrate Core Competency
- Don't Assume...
- Know Buying Cycles
- Network
- Identify Teaming/Networking Opportunities
- Attend Pre-Proposal Conferences
- Attend Outreach Events
- Be Aware of Commission Activities

